

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 18 December 1970

1. Position Classification:

a. Review of all positions in the [REDACTED] of WH Division has been completed and position descriptions are being written. Fifty positions are involved in this survey.

b. A survey of positions in the Test and Development Laboratory of Technical Services Division is in process. Over twenty positions are involved.

c. Descriptions are being developed for positions already reviewed in the Engineering Branch of the Office of Communications and in the Budget and Fiscal area of OC.

2. Air Force Activities: [REDACTED] Chief, Military Detainee

Branch/MMPD attended the second annual Central Base Personnel Officers' World Wide Conference at the USAF Military Personnel Center, Randolph Air Force Base, Texas from 7 December to 10 December. Lieutenant General Dixon, the Air Force Deputy Chief of Staff/Personnel, addressed the conferees at a dinner on Tuesday night. After the conference, [REDACTED] visited cleared contacts in the officer and airman assignment sections to thank them for their continued support to Agency requirements. There were no major problems to be discussed.

Merry Christmas!

/s/ Robert S. Wattles

Robert S. Wattles
Director of Personnel

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